

Board Agenda Item  
November 9, 2005

**PRESENTATION - 1**

Presentation of 2005 Certificates of Recognition From The Virginia Recreation And Parks Society (VRPS) For Area Five Trail Monitors

Area Five trail monitors will be recognized and presented certificates in appreciation for their efforts with the Trail Monitor Program.

STAFF:

Michael A. Kane, Director

Timothy K. White, Deputy Director

Judith A. Pedersen, Public Information Officer

Matt Devore, Area Five Manager

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**ADMINISTRATIVE - 1**

Approval - Request for Land Dedication for RZ/FDP 2003-PR-022, Metro West  
(Providence District)

**RECOMMENDATION:**

The Park Authority Director recommends Park Authority Board approval of the summary recommendations regarding application RZ/FDP 2003-PR-022, Metro West as presented to and reviewed by the Planning and Development Committee on November 2, 2005.

## **ADMINISTRATIVE - 2**

### Endorsement of Revised Comments to Federal Highway Administration Regarding Manassas Battlefield Park Bypass (Sully District)

#### ISSUE:

Endorsement of updated staff comments pertaining to the proposed revised preferred alignment of the Manassas Battlefield Park Bypass. The preferred alternative alignment for this proposed road project seeks to close Routes 29 and 234 through Manassas Battlefield Park and create a bypass to the north of the park through the Sully Woodlands area. The revised alignment reduces impacts on Fairfax County Park Authority owned lands and reflects a good faith effort of the National Park Service and Federal Highway Administration to address Park Authority issues.

#### RECOMMENDATION:

The Park Authority Director recommends Park Authority Board endorsement of revised comments to be sent to the Federal Highway Administration, Fairfax County Board of Supervisors and the Commonwealth Transportation Board that include the following:

Fairfax County Park Authority has reviewed the revised preferred alignment and is pleased that the new alignment is responsive to Park Authority comments to reduce impacts to public parkland. The Park Authority supports the preservation purpose of this study and the revised Alternative D is an improvement as it reduces the impacts to public parkland. To further assess this alignment, additional information is needed to determine future impacts to public parkland and should include the following:

- Identification of adverse park impacts and mitigation measures within the revised alignment
- Demonstration of traffic alleviation on Bull Run Post Office Road, Pleasant Valley Road and Braddock Road.
- Consideration of CELCP grant restrictions, 4(f) and 6(f) requirements and how these barriers will be overcome.

**This item was reviewed by the Planning and Development Committee on November 2, 2005. Modification has been made to the item as a result of that review.**

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TIMING:

Board action is requested on November 9, 2005 to ensure staff time to prepare comments to officials noted above prior to the anticipated location decision by the Commonwealth Transportation Board, scheduled for November 16, 2005.

BACKGROUND:

The Manassas Battlefield Bypass Draft Environmental Impact Study (DEIS) and Section 4(f) Evaluation was released in early February, 2005 by the U.S. Department of Transportation and Federal Highway Administration (FHA). This document, prepared in conjunction with the National Park Service, proposes to close U.S. Route 29 and Virginia Route 234 within the Manassas National Battlefield Park (MNBP) and provide an alternative traffic route around the MNBP in accordance with a Congressional Act passed in 1988.

Six alternative routes, including a No-Action alternative, are reviewed in this document. A preferred alternative, Alternative D, has been identified. The alignment of Alternative D bisects a large tract of land owned by Fairfax County Park Authority, known as the Horne property. In addition, this alignment is located parallel to property recently transferred to the Fairfax County Park Authority by the Board of Supervisors, known as BOS-13, along the County border and Bull Run stream.

Fairfax County Park Authority comments on the DEIS were provided on June 6, 2005 (Attachment 1). Park Authority staff has coordinated with other County agencies in providing County comments and the Park Authority's comments were referred to and included as an attachment to the County Executive's letter dated October 11, 2005 to the Federal Highway Administration that expresses the Board of Supervisors' endorsed comments (Attachment 2).

Based on comments from the Park Authority, the Preferred Alternative D was revised. While the revised alignment still traverses the Horne property, it has been shifted to an area of the property that may impact fewer resources. In addition, the new alignment avoids the BOS-13 property altogether that was heavily impacted by the original alignment.

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Park Authority Chairman and staff met with FHA, National Park Service (NPS), Fairfax County Department of Transportation officials and Supervisor Frey on October 20, 2005. At this meeting, park officials expressed appreciation for FHA's responsiveness to the Fairfax County Park Authority comments as evidenced by the revised alignment, and noted that it supports the project purpose and need to provide traffic alternatives that further enhance park and historic site preservation.

Accordingly, Fairfax County Park Authority would like to work with FHA and NPS to further evaluate this alignment and its impacts or benefits to public parkland. To further assess this alignment, additional information is needed to determine future impacts to public parkland in the area and should include the following:

- Identification of adverse park impacts and mitigation measures within the revised alignment.
- Demonstration of traffic alleviation on Bull Run Post Office Road, Pleasant Valley Road and Braddock Road.
- Consideration of CELCP grant restrictions, 4(f) and 6(f) requirements and how these barriers will be overcome.

FISCAL IMPACT:

The fiscal impact is limited to staff salaries from the general fund.

ENCLOSED DOCUMENTS:

Previously distributed in the November 2, 2005 Planning and Development Committee package.

STAFF:

Michael A. Kane, Director  
Timothy K. White, Deputy Director  
Lynn S. Tadlock, Director, Planning and Development Division  
Cindy Messinger, Director, Resource Management Division  
Sandy Stallman, Acting Manager, Park Planning Division  
Kay Rutledge, Manager, Land Acquisition and Management

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### **ADMINISTRATIVE - 3**

#### Adoption of Minutes – October 26, 2005 Park Authority Board Meeting

ISSUE:

Approval of the minutes of the October 26, 2005 Park Authority Board meeting.

RECOMMENDATION:

The Park Authority Director recommends approval of the minutes of the October 26, 2005 Park Authority Board meeting.

TIMING:

Board action is requested on November 9, 2005.

FISCAL IMPACT:

None

ENCLOSED Documents:

Attachment 1: Minutes of the October 26, 2005 Park Authority Board meeting

STAFF:

Michael A. Kane, Director

Timothy K. White, Deputy Director

Nancy L. Brumit, Administrative Assistant

**ACTION - 1**

Mastenbrook Volunteer Matching Fund Grant Program Request – CentrevilleDogs – Quinn Farm Park (Sully District).

**RECOMMENDATION:**

The Park Authority Director recommends approval of a Mastenbrook Volunteer Matching Fund Grant Program request from the CentrevilleDogs as presented to and reviewed by the Park Operations Committee on November 2, 2005.

**ACTION - 2**

Contract Award – Lake Fairfax Park Core Area Phase II Improvements (Hunter Mill District)

**RECOMMENDATION:**

The Park Authority Director recommends approval of the contract award to Studio 3 Architects P.C. of McLean, Virginia, in the amount of \$411,335 for preparation of design and construction documents, permitting, and construction administration and special inspection services required to develop Phase II improvements to the core area at Lake Fairfax Park. In addition, the Director recommends reserving \$41,134 or ten (10) percent of the contract award for contract contingency, and \$24,680 or six (6) percent of the contract award for administrative costs as presented to and reviewed by the Planning and Development Committee on November 2, 2005.

**ACTION - 3**

Contract Award – Barnyard Run Stream Bank Stabilization in Huntley Meadows Park  
(Lee District)

RECOMMENDATION:

The Park Authority Director recommends approval of a contract award to Environmental Quality Resources, L.L.C. of Gaithersburg, Maryland in the amount of \$143,717.29 for construction of stream bank stabilization practices and related stream and wetland improvements at Huntley Meadows Park. In addition, the Director recommends reserving \$21,557.71 or fifteen (15) percent of the contract award for contract contingency, \$28,743 or twenty (20) percent of the contract award for DPWES administrative costs, \$2,874 or two (2) percent of the contract award for Fairfax County Park Authority administrative costs, \$11,384 for field survey costs, and \$2,417 for engineering costs as presented to and reviewed by the Planning and Development Committee on November 2, 2005.

**ACTION - 4**

Authorization to Hold a Public Hearing on the Proposed General Management Plan and  
Conceptual Development Plan for Lawyers Road Park (Hunter Mill District)

RECOMMENDATION:

The Park Authority Director recommends authorization to hold a public hearing to present the proposed General Management Plan and Conceptual Development Plan for Lawyers Road Park to the public as presented to and reviewed by the Planning and Development Committee on November 2, 2005.



## **ACTION - 5**

### Revisions to Policy 508 – Length of Service Pass

#### ISSUE:

Park Authority Board adoption of revisions to Policy 508 - Length of Service Pass, as included in the Park Policy Manual.

#### RECOMMENDATION:

The Park Authority Director recommends approval of the revisions to Policy 508 – Length of Service Pass, as included in the Park Policy Manual.

#### TIMING:

Board action is requested on November 9, 2005.

#### BACKGROUND:

Policy 508 – Length of Service Pass was adopted by the Park Authority Board on June 24, 1998. This Policy was established in order to provide for certain benefits to eligible former employees of the agency for use of Park Authority facilities and special events, specified rental equipment, and golf green fees.

In order to allow for flexibility in setting employee-use benefits, revisions to Policy 508 are being proposed. As opposed to the more broad-based policy that currently exists, these revisions will allow for benefit criteria to be set by facility and rental equipment type, at the discretion of the Park Authority Director.

If approved, the first annual update of facilities and rental equipment that are covered under this policy would be provided in January 2006.

#### FISCAL IMPACT:

None. Potential impact for increased revenue commensurate with ensuring maximum space availability for the general public at revenue-producing facilities.

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ENCLOSED DOCUMENTS:

Attachment 1: Current Policy 508 – Length of Service Pass, including proposed revisions

STAFF:

Michael A. Kane, Director

Timothy K. White, Deputy Director

Elisa Lueck, Manager of Strategic Initiatives and Policy Development

## **ACTION - 6**

### Board Meeting Schedule

#### ISSUE:

Revision to Park Authority Board meeting schedule.

#### RECOMMENDATION:

The Park Authority Director recommends approval of the revised meeting schedule for the Park Authority Board and its various committees, as reviewed by the Administration and Management Committee on November 2, 2005.

#### TIMING:

Board action is requested on November 9, 2005.

#### BACKGROUND:

The Park Authority Board has requested a review of its current meeting schedule and a proposal for alternative meeting times. Specifically, certain members of the Board have expressed a desire to reduce the number of meetings where possible, without sacrificing the opportunity to engage with staff and to take action on matters brought before the Board in an expedient manner.

At the November 2, 2005 Administration and Management Committee meeting, three alternative meeting schedules were discussed. Following that discussion, the Administration and Management Committee requested that Alternative 1 be presented to the Board as an action item at the November 9, 2005 Board meeting.

The proposed revised meeting schedule has been included as an attachment. In summary, it proposes Committee and Board meetings on the second and fourth Wednesday of each month. The timing of the Committee meetings would be dependent upon the depth and breadth of the Committee Agenda. However, on the second Wednesday of the month, the Planning and Development Committee would typically begin its meetings at 5:00 p.m., in order to allow for sufficient discussion prior to the 7:30 p.m. Board meeting.

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If approved, the revised meeting schedule would take place effective January 2006.

FISCAL IMPACT:

Potential for savings based on staff time at Board meetings, commensurate with reducing number of evening meetings from three to two times per month.

ENCLOSED DOCUMENTS:

Attachment 1: Revised Meeting Schedule

STAFF:

Michael A. Kane, Director

Timothy K. White, Deputy Director

Elisa Lueck, Manager of Strategic Initiatives and Policy Development

**ACTION – 7**

Contract Award – Clubhouse Interior Furnishings at Laurel Hill Golf Club

ISSUE:

Approval of a contract award to Tren Construction, Inc. of Manassas, Virginia in the amount of \$449,859 for installation of Clubhouse Interior Furnishings at the Laurel Hill Golf Club.

RECOMMENDATION:

The Park Authority Director recommends that the Park Authority Board approve a contract award to Tren Construction, Inc., of Manassas, Virginia in the amount of \$449,859 for installation of the Clubhouse Interior Furnishings at the Laurel Hill Golf Club. In addition, the Director recommends reserving \$44,985 or ten (10) percent of the contract award for contract contingency.

Contract Award	\$	449,859
Contract Contingency (10%)	\$	<u>44,985</u>
TOTAL COST	\$	494,844

TIMING:

Board action is requested on November 9, 2005 to maintain the project schedule.

BACKGROUND:

Laurel Hill Golf Course is part of the former D. C. Correctional Facility at Lorton that was transferred to the Park Authority in July 2003. On March 26, 2003 the Park Authority Board approved the Laurel Hill Golf Course scope, budget and schedule. The Board of Supervisors approved the Master Development Agreement (MDA) at their meeting of May 5, 2003.

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Two (2) sealed bids for installation of the Clubhouse Interior Furnishings at the Laurel Hill Golf Club were received and opened on October 20, 2005, as summarized in Attachment 1. The low bidder is Tren Construction, Inc. Their base bid of \$464,359 is \$104,359 or 28.98% above the Park Authority's pre-bid estimate of \$360,000 and \$220,641 below the next lowest bidder. Due to higher than anticipated bids, the Park Authority entered into negotiations with the low bid contractor. By eliminating scope of work for artwork, changing a portion of the wallcoverings to paint, and changing window treatments Tren Construction, Inc. agreed to a contract value of \$449,859. The work is to be completed within 120 calendar days of Notice-to-Proceed. Tren Construction, Inc. holds an active Virginia Class A Contractors License. The Department of Tax Administration has verified that Tren Construction, Inc. has the appropriate Fairfax County Business, Professional and Occupational License (BPOL).

A portion of the work included in the interior furnishings contract was originally contracted as part of the clubhouse construction project with EMSI Engineering, Inc. Items in that original clubhouse construction project included carpet, paint, wall coverings, wood trim, and ceramic tile. Due to ongoing delays to the clubhouse construction schedule, staff determined that it would benefit the work schedule to delete this work from the clubhouse construction contract and include it instead in the interior furnishings contract. An appropriate amount will be deducted from the clubhouse construction contract to partially offset the higher than anticipated bid for the Clubhouse Interior Furnishings.

The Planning and Development Division's estimate of \$360,000 was based upon the original scope of work for the interior furnishing contract and did not include the scope of work added from the clubhouse construction contract.

FISCAL IMPACT:

Based on the post-bid update, funding in the amount of \$494,844 is necessary to award this contract and to fund the associated contingency. Based on encumbrances and expenditures to date, funding is currently available in the amount of \$583,000 in Project 004790, Laurel Hill Golf Improvements in Fund 371, Park Capital Improvement Fund to complete this project.

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ENCLOSED DOCUMENTS:

Attachment 1: Bid Results – Laurel Hill Golf Club, Clubhouse Interior Furnishings dated  
October 20, 2005

Attachment 2: Scope of Work – Laurel Hill Golf Club, Clubhouse Interior Furnishings

Attachment 3: Pre-Bid Estimate – Laurel Hill Golf Course, Clubhouse

STAFF:

Michael A. Kane, Director

Timothy K. White, Deputy Director

Lynn S. Tadlock, Director, Planning and Development Division

Timothy D. Scott, Project Manager, Special Projects Branch

## INFORMATION - 1

### Annual Fee Review Process Schedule

The schedule for the FY 2006 fee review process is shown below. Actions and timing are similar to last year. **Unless otherwise directed by the Board, the subsequent public comment meeting on the fee proposal will be held on the first floor of the Herrity Building on Wednesday, February 1, 2006 at 7 p.m.** The February Board Committee meeting schedule will be adjusted to an afternoon schedule as has been done in previous years to make it easier for Board members to attend the evening fee meeting.

FY 2006 Fee Process Calendar	
Action	Date Due
Discussion – Park Services Committee Review of Potential Fee Adjustments for FY 2006	12/7/05
Fee proposal presented to Park Services Committee	1/4/06
Board action to authorize advertisement of fee proposal & set date of public comment meeting	1/11/06
30-day public comment period	1/16/06 – 2/14/06
Public comment meeting at Herrity Building	2/1/06
Park Services Committee approval of proposed fee adjustments	3/1/06
Board action to approve proposed fee adjustments	3/8/06
Fee adjustments take effect	4/1/06

#### STAFF:

Michael A. Kane, Director

Timothy K. White, Deputy Director

Cindy Messinger, Director, Resource Management Division

Charles Bittenbring, Director, Park Services Division



## **INFORMATION - 2**

### FY 2006 First Quarter Budget Review - Fund 001, General Fund

#### **Revenue**

The Park Authority's General Fund revenue is \$680,106 as compared to \$700,571 last year at the first quarter. The decline in revenue of \$20,465 results primarily from the decline in the number of trips and tours due to lower enrollment.

#### **Expenditures**

General Fund expenditures are \$5,418,184 as compared to \$5,469,651 last year at this time, a decrease of \$51,467.

The first quarter expenditure results for Personnel Services (Character 20) is \$4,519,914 vs. \$4,777,652 in the previous year, for the same pay periods. This decrease is attributed to vacant positions and delay in the filling of previously vacant positions in the first quarter. Personnel Expenses are expected to be in line with budgeted projections for the fiscal year based on first quarter results. Operating Expenses (Character 30) were \$1,016,522 vs. \$920,693 in the previous year. Operating Expenses are higher than the previous year by \$95,829 primarily due to higher fuel costs, gasoline, and electricity costs. Recovered Costs (Character 40) reflects less expenditure than the previous fiscal year due to a timing difference on when the transactions are recorded. Expenditures for Capital Equipment (Character 60) are \$47,576 and vary depending on timing of purchases; these are expected to be in line with the budgeted projection.

#### ENCLOSED DOCUMENTS:

Attachment 1: Fairfax County Park Authority, FY 2006 First Quarter Status Report

Attachment 2: Fairfax County Park Authority General Fund (Fund 001), Revenue and Expenditures- As of September 30, 2005

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STAFF:

Michael A. Kane, Director

Timothy K. White, Deputy Director

Miriam C. Morrison, Director, Administration Division

Seema Ajrawat, Fiscal Administrator

Susan Tavallai, Senior Budget Analyst

### **INFORMATION - 3**

#### FY 2006 First Quarter Budget Review - Fund 170, Revenue Fund

##### **Revenue**

The first quarter revenue results for the Park Revenue Fund (170) are \$8,036,697 as compared with the first quarter of the previous fiscal year of \$7,513,736, reflecting an increase of \$522,961 or 7%. The FY 2006 Revenue Budget is \$33,189,442 and the first quarter revenue represents 24% of the total budget.

Golf revenue is \$134,947 or 5% higher than the first quarter of last year. RECenter revenue is \$314,143 or 7% higher than the first quarter of last year. This increase is attributed primarily to an additional revenue generating site, Cub Run RECenter. Resource Management revenue is \$32,234 or 12% higher than last year at this time.

##### **Expenditures**

Overall expenditures are \$8,781,807 as compared to \$7,896,726 last year at this time, an increase of \$885,081 or 11%.

The first quarter expenditure results for Personnel Services (Character 20) are higher than the previous fiscal year by \$493,833 or 11% due to pay for performance, and salaries for the Cub Run RECenter and Laurel Hill Golf Club.

Operating Expenses (Character 30) are higher than the previous year by \$428,961 or 16%. Expenditures are higher primarily due the operating costs of the Cub Run RECenter and Laurel Hill Golf Club. Increases are noted for electric and natural gas costs due to rising rates. Electric rates have increased approximately 9% and natural gas rates have increased approximately 54% and continue to rise. Substantial increases are also noted for monthly gas costs, not related to rates, for the Cub Run RECenter facility and these are being investigated. Capital Equipment (Character 60) expenditures are on target and are expected to come in at budget.

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**Net Revenue**

Net revenue as of the first quarter is (\$745,110) as compared to (\$382,990) last year at this time. The first quarter net revenue is down \$362,120 as compared to the first quarter of FY 2005. This decrease results primarily from South Run RECenter and George Washington RECenter closures due to renovation, high utility costs for the Cub Run RECenter and start up costs for the operations of Laurel Hill Golf Club, which had no revenue in the first quarter.

**ENCLOSED DOCUMENTS:**

Attachment 1: Fairfax County Park Authority, FY 2006 First Quarter Status Report

Attachment 2: Fairfax County Park Authority Revenue Fund (170), Revenue and Expenditures- As of September 30, 2005

Attachment 3: Park Services Division – FY2006 Revenue Fund 1st Quarter Status

**STAFF:**

Michael A. Kane, Director

Timothy K. White, Deputy Director

Miriam C. Morrison, Director, Administration Division

Seema Ajrawat, Fiscal Administrator

Susan Tavallai, Senior Budget Analyst